

**Town of Herndon, Virginia
Building Inspections Section**

Certificate of Occupancy Request

Requesting Company Name:	
Address:	
Telephone Number:	

Reason For Request:	

Requested Property Address:	
Suite Number:	
Tenant Name:	
Permit Number:	

<u>Additional Suite Numbers</u>	<u>Additional Tenant Names</u>	<u>Permit #</u>

Contact Name:	
Contact Telephone Number:	

For Official Use Only	
Date Received:	Received By:
Date Completed:	Completed By:
Date Contacted:	Contacted By:

Please complete this form and submit to the Town of Herndon For Processing. This form may be submitted via fax (703) 318-8492, e-mail buildinginspections@herndon-va.gov, or by mail PO Box 427 Herndon, VA 20172. It will take approximately 3-5 days to process this request and you will be notified by the Building Inspections Office once approved.